

Statement of Requirement (SoR)

Purpose

This document is for new Extra-Mural (EMR) Contracts. Use the page on WikiD when filling out this SoR and a supporting RCA. Please seek assistance if desired from or your Divisional Procurement Representative.

This document is supplier facing and the RCA is an internal document. Please delete non-essential grey text before issuing externally/ to suppliers.

Reference Number	Redacted Under FOI Exemption
Version Number	0.1
Date	13/07/2021

1.	Requirement
1.1	Title
	Redacted Under FOI Exemption
1.2	Summary

	<div data-bbox="248 212 1430 246" data-label="Text"> <p>Redacted Under FOI Exemption</p> </div> <div data-bbox="248 264 1430 300" data-label="Text"> <p>[Redacted]</p> </div> <div data-bbox="248 318 1430 351" data-label="Text"> <p>[Redacted]</p> </div> <div data-bbox="248 369 1430 403" data-label="Text"> <p>[Redacted]</p> </div> <div data-bbox="248 421 416 454" data-label="Text"> <p>[Redacted]</p> </div> <div data-bbox="248 488 1430 521" data-label="Text"> <p>Redacted Under FOI Exemption</p> </div> <div data-bbox="248 539 1430 573" data-label="Text"> <p>[Redacted]</p> </div> <div data-bbox="248 591 1430 624" data-label="Text"> <p>[Redacted]</p> </div> <div data-bbox="248 642 1430 676" data-label="Text"> <p>[Redacted]</p> </div> <div data-bbox="248 694 649 728" data-label="Text"> <p>[Redacted]</p> </div>
1.3	Background

[illegible]

	<p>Redacted Under FOI Exemption</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>Milestone 1: Annual report – end of Yr1</p> <p>Milestone 2: Annual report – end of Yr2</p> <p>Milestone 3: Annual report – end of Yr3</p> <p>Milestone 4: Annual report and PhD Thesis – end of Yr4</p>
1.5	Options or follow on work <i>(if none, write 'Not applicable')</i>
	N/A

1.6	Deliverables & Intellectual Property Rights (IPR)						
Ref.	Title	Due by	Format	TRL*	Expected classification (subject to change)	What information is required in the deliverable	IPR DEFCON/ Condition (Commercial to enter later)
1	Quarterly technical reports	Every 3 months	Presentation and/or written report	2	0	Quarterly reports to include: <ul style="list-style-type: none"> Update on technical progress Progress report against project schedule. 	Redacted Under FOI Exemption
2	Annual reports	Every 12 months	Presentation and/or written report	2	0	Annual reports to include: <ul style="list-style-type: none"> Update on technical progress Progress report against project schedule. Redacted Under FOI Exemption	Redacted Under FOI Exemption

3	Thesis and final report	T=48 months	Thesis and final report	2	O	<i>Final report to include:</i> <ul style="list-style-type: none">• <i>Key technical highlights from the 4 year PhD</i> <div>Redacted Under FOI Exemption</div> <div></div> <div></div> <div></div>	<div>Redacted Under FOI Exemption</div> <div></div>

***Technology Readiness Level required**

Notes- IPR should be inserted / checked by commercial staff before sharing with the supplier(s) to ensure accuracy.

1.7	Standard Deliverable Acceptance Criteria
	All Reports shall be free from spelling and grammatical errors and shall be set out in accordance with the Statement Of Requirement (1) above
1.8	Specific Deliverable Acceptance Criteria
	The Report shall summarise the results of work performed during the period covered in sufficient detail to comprehensively explain the results achieved, provide a description of current substantive performance and details of any problems encountered and/or which may exist along with proposed corrective action. The Report must contain sufficient detail to explain the work undertaken in that period, this could include supporting information such as raw data in an Excel or GraphPad Prism format, relevant scientific graphs and diagrams.

2.	Quality Control and Assurance
2.1	Quality Control and Quality Assurance processes and standards that must be met by the contractor
	<input type="checkbox"/> ISO9001 (Quality Management Systems) <input type="checkbox"/> ISO14001 (Environment Management Systems) <input type="checkbox"/> ISO12207 (Systems and software engineering — software life cycle) <input type="checkbox"/> TickITPlus (Integrated approach to software and IT development) <input type="checkbox"/> Other: (Please specify below)
2.2	Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement

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3.	Security	
3.1	Highest security classification	
	Of the work	Uk official
	Of the Deliverables/ Output	Uk official
3.2	Security Aspects Letter (SAL)	
	Not applicable If yes, please see SAL reference- <i>Enter iCAS requisition number once obtained</i>	
3.3	Cyber Risk Level	
	Not applicable	
3.4	Cyber Risk Assessment (RA) Reference	
	Redacted Under FOI Exemption If stated, this must be completed by the contractor before a contract can be awarded. In accordance with the Supplier Cyber Protection Risk Assessment (RA) Workflow please complete the Cyber Risk Assessment available at https://www.gov.uk/guidance/supplier-cyber-protection-service	

4.	Government Furnished Assets (GFA)				
GFA to be Issued - Choose an item. <i>If 'yes' – add details below. If 'supplier to specify' or 'no,' delete all cells below.</i>					
GFA No.	Unique Identifier/ Serial No	Description: <i>Classification, type of GFA (GFE for equipment for example), previous MOD</i>	Available Date	Issued by	Return Date or Disposal Date (T0+)

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		Contracts and link to deliverables			Please specify which
N/A					

5.	Proposal Evaluation criteria
5.1	Technical Evaluation Criteria
	<p>Redacted Under FOI Exemption</p> <p>Commercial Assistance needed here before or after a requisition is raised. Framework evaluation criteria as per T&C's may apply.</p>
5.2	Commercial Evaluation Criteria
	<p>Redacted Under FOI Exemption</p> <p>Commercial Assistance needed here before or after a requisition is raised. Framework evaluation criteria as per T&C's may apply.</p>